



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 01-11-2005**

Robbins Library Board of Trustees  
January 11, 2005

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the December 14<sup>th</sup> meeting were approved with minor corrections on a motion by Ms. Fennelly; seconded by Ms. Radochia.

### Communications

The library is in receipt of a \$500 grant from Harvard Pilgrim Health Care to purchase health-related materials. Arlington resident Anne Carlisle facilitated the grant process. Thank-you notes will be sent to Harvard Pilgrim and Ms. Carlisle. The Massachusetts Board of Library Commissioners notified Ms. Loud that the library's Long Range Plan for 2006-2008 has been accepted. The Board intends to place the plan on their web site as a model policy.

### Director's Report

Several items were discussed including patron problems and the front door project.

### Approval of Annual Report

Ms. Ruderman led the trustees in complimenting Ms. Loud on the well-written and comprehensive annual report. Minor changes in wording and syntax were discussed. Trustees wanted to stress that repeated years of under funding will have a deleterious effect on the foundation of library operations. Ms. Fennelly made a motion; seconded by Ms. Ruderman to accept the 2004 annual report. Passed unanimously.

### FY06 Budget Update

A preliminary budget has been sent to the Selectmen. Ms. Loud will find out if there are plans for the library's Finance Committee liaisons to attend the February trustee meeting.

### Fundraising

Approximately \$17,000 has been received thus far from the December solicitation. A follow up reminder postcard will

be sent in late January. Ms. Ruderman will explore other potential donor pools, such as town meeting members. Additional library stationery must be ordered and Ms. Loud suggested that the trust funds share the cost with the municipal budget, since stationery is used for trustee fundraising campaigns. Ms. Muldoon believes that this can be accomplished with unused trust fund amounts. The Board supported this idea and will decide upon an amount of money at the next meeting.

#### Mid-Year Report of the the Trust Fund Liaison

Ms. Muldoon reviewed the trust fund spending to date. Spending has just begun in many areas of the budget. Ms. Muldoon attended the first meeting of the town's Trust Fund Policy Committee. The stated purpose of each town trust fund is being examined. The committee will meet again in April.

#### Mid-Year Report of the Russell Fund Liaison

Spending appears to be on track, with 54% of the budget spent to date. Materials has been the largest category of expenditures.

#### Mid-Year Evaluation of Trustee and Administrative Goals

Progress of the trustee and administration goals was reviewed. Most have been completed or are on schedule.

#### Author Program

Christopher Castellani will speak on either March 20<sup>th</sup> or April 3<sup>rd</sup>. The author subcommittee of the trustee board will meet with Ms. Loud regarding the possibility of hosting a local author panel. A display of works by local authors could be set up in conjunction with such a program.

#### Memorial Recognition

Ms. Loud has discussed this issue with the liaison to the town's Memorial Committee. This group decides on the appropriateness of memorializing a particular person but is not involved with the specifics of the memorial. The Board of Selectmen and the Town Manager are the appropriate persons to make such decisions. The trustees re-visited a request by Elaine Shea to name the library addition as a memorial tribute. It was the majority opinion of the Board to deny this request, but to explore the possibility of establishing a lecture series instead. The trustees agreed that the Board Chair, Mr. Murphy, should communicate the response to Ms. Shea.

#### Internet Acceptable Use Policy

A motion by Ms. Fennelly; seconded by Ms. Deal, to accept the revised policy was tabled due to a consensus of the Board that further discussion is needed. It will be an agenda item for the February meeting.

#### Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Fennelly; seconded by Ms. Ruderman. The next meeting will take place on February 8<sup>th</sup> at 7:15 PM. A trustee photo will be taken for inclusion in the town's annual report.

Respectfully submitted,

Cynthia Diminture

